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MEMORANDUM

To: Sheriff's Office Staff

SPECIAL ORDERS

Fr: Major Adan Mendoza

15 - 083

Date: April 21, 2015

Re: SOP Number 7-15.1 Addendum

*Spec Order.
4.21.15
maj-R.*

Attached is the DUI/Traffic Enforcement Motorcycle Unit addendum; SOP Number 7-15.1. Please insert to existing SOP following 7-15 after page 83.

SOP NUMBER 7-15.1**DUI/TRAFFIC Enforcement Motorcycle Unit****1. PURPOSE**

The purpose of this policy is to establish procedures for the safe and efficient use of motorcycles for police traffic enforcement service. This policy will also provide an understanding of police motorcycles and guidance for their proper use, as well as establishing all phases of motorcycle operations.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

2. POLICY

It shall be the policy of the Santa Fe Sheriff's Office to promote the safe and efficient use of motorcycles for traffic enforcement, traffic direction, crash reduction and as a community relation's tool. Implementation of motorcycles will enhance the operational function of the Sheriff's Office and at the same time provide assistance to the day-to-day functions of the Traffic Unit.

3. ORGANIZATION, SELECTION, AND TRAINING

- A. The Sheriff maintains the ultimate authorization for motorcycle usage in various situations. In his absence or by delegation, the Sheriff's designee shall have overall command of the motorcycle unit. The Traffic Unit supervisor will supervise the day-to-day operations.
- B. Assignment to the Traffic Unit is criteria for eligibility to operate the motorcycles. The office will determine the number of officers required to operate the fleet of motorcycles. The Supervisor of the Community Support Services Division along with the Traffic Unit Supervisor will make recommendations of motorcycle deputies, with the Sheriff having the final approval,
- C. License & Training
 - 1. Selected deputies must possess a valid New Mexico driver's license with the motorcycle endorsement to operate a motorcycle. The office shall pay the cost for this license change.
 - 2. Selected deputy(s) shall complete an approved motorcycle field course school and be certified from the school.
 - 3. Motorcycle deputies shall complete a yearly safety refresher course. The Traffic Unit Supervisor shall ensure all motorcycle deputies complete this course.

4. The Traffic Unit Supervisor shall maintain an up to date list of authorized motorcycle operators.

4. OPERATION

- A. The supervisor of the Community Support Services Division and/or the Traffic Unit Supervisor shall determine the days for motorcycle usage and approved by the Sheriff or his designee. Determination is based on weather conditions and other factors affecting the use of motorcycles. Factors excluding the use of motorcycles includes:
 1. Rain
 2. Snow
 3. Ice
- B. The use of a motorcycle in a vehicular pursuit is prohibited. A police motorcycle driver **will not** initiate, pursue, street parallel or caravan with a police pursuit.
- C. Motorcycle deputies will not transport prisoners or provide a ride for anyone as a passenger.
- D. Motorcycle deputies will utilize all emergency equipment when initiating a traffic stop or responding to an emergency situation.
- E. No deputies other than the deputy assigned will be allowed to ride the motorcycle.

5. EQUIPMENT

- A. The Office shall provide equipment to each motorcycle deputy. It is the responsibility of each deputy to maintain their equipment and notify the Traffic Unit Supervisor of any concerns. Every motorcycle deputy shall wear and maintain the following equipment when operating a motorcycle:
 1. Helmet
 2. Breeches (pants)
 3. Boots
 4. Gloves (winter & summer issue)
 5. Safety Glasses
- B. The motorcycle shall have the following equipment on the vehicle:
 1. Decals containing the Department's name, logo and the vehicle number,
 2. Emergency lights and siren
 3. Police radio
 4. Public address system
 5. Radar unit
 6. Emergency reflectors
 7. Helmet radio headset
 8. First aid and airway kits in the carrying side compartment
 9. Flares and mini-traffic cones

6. SERVICE

- A. Complete and thorough inspections of the motorcycles will enhance the performance of the motorcycle and avoid injury to the deputy and others.
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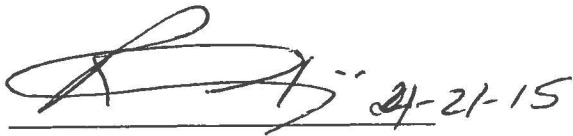
1. The motorcycle deputy shall conduct an inspection of the cycle prior to use and report any deficiencies to on duty commander, Traffic Unit Corporal and Fleet manager as soon as possible.
 - a. Each motorcycle deputy is responsible for keeping the motorcycle clean and washed.
 - b. Motorcycle deputies will immediately report damage resulting from a fall, collision, or any other means to the on-duty supervisor.
2. The Traffic Unit Supervisor shall conduct monthly maintenance checks of the motorcycle.
3. The Sheriff's Office shall maintain a scheduled maintenance agreement with the dealership providing the motorcycles.

7. STORAGE

- A. Proper storage and security of the motorcycle will allow for quality control. Deputies will store the motorcycle in a covered locked garage type area or utilize the designated parking trailer stall located at the Santa Fe County Sheriff's Office.
- B. Only motorcycle officers, the Santa Fe Sheriff's office Fleet Manager or Traffic Unit Corporal or approved mechanics are authorized to move the motorcycles.

The Sheriff's Office policy on DUI/Traffic Motorcycle Unit became effective on April 21, 2015.

BY ORDER OF

A handwritten signature in black ink, appearing to read "R. Garcia", followed by the date "4-21-15". The signature is written over a horizontal line.

Sheriff Robert A. Garcia